Your TUMexchange Online Application – Step by Step

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TUM Global & Alumni Office
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Zoom-Netiquette

- Please turn off your microphones and keep them mute during the entire presentation
- Use of webcam is not necessary
- Please do not use the hand raise function
- Asking questions during the presentation
  - Only use the Q/A-Button to ask your questions, please DO NOT use the chat
  - Ask your questions via the Q/A-Button during the presentation and rate them questions will be ranked and answered accordingly
  - Relevant questions will be answered at the end of the presentation
Agenda

TUMexchange in Short

Orientation on the TUMexchange Website

Scholarships – Promoting equality and inclusion

Application form – Step by Step

International Campus Life
TUMexchange – Study beyond Europe
TUMexchange – Study beyond Europe

Over 150 Partner Universities

26 Countries
TUMexchange benefits

- Exemption from tuition fees at the partner universities
- Recognition of study achievements abroad
- Scholarship for equal opportunities
- Erasmus+ scholarships
- Training courses on **intercultural communication** at TUM Language Center
Application requirements

• **Matriculation at TUM** at the moment of application as well as during your whole stay abroad

• **Successful completion of at least four semesters** of your Bachelor studies when starting your exchange semester

• **Sound knowledge of the language** of instruction at the partner university

• **Good or very good course achievements.** The required GPA (Numerus Clausus) can vary depending on the university’s popularity and cannot be determined explicitly
Application procedure

Phase 1: Internal application at TUM Global and Alumni Office (Online)

• Application for a maximum of **two universities**
• Timely submission of **online application**
• **Selection Criteria:**
  - Grade point average of Bachelor studies
  - Language proficiency in the teaching language
  - Letter of motivation (academic plan)
• Acceptance/Rejection by TUM G&A **by the end of December 2022**

Please note: Acceptance mail by TUM G&A ≠ Nomination!

Application period for a stay in winter term 2023/24 or summer term 2024:
Monday, October 17th 2022 from 10:00 a.m. to Monday, October 31st 2022 10:00 a.m.
Application procedure

Phase 2: External application at the partner university

• **After the official nomination by TUM G&A Office**: Direct application at the partner university

• Acceptance by partner university

Phase 3: Preparation for the stay abroad

• Visa, up-to-date passport, insurances, flight, accommodation, scholarship etc. is your own responsibility
Information on our Website

- **Specific information** about your preferred partner university
- **Experience reports** from former exchange students
- **Chances** – Rates of selected students from the last years
- Information about **scholarship options**
- **Checklist**
- **Download Section** for templates
Application Procedure
Application Documents

- Online Application Form
- Grade report
- Motivational Letter
- Language Certificate(s)
- CV
Grade Report

Bachelor students
• Current transcript with GPA
  OR
• Grade sheet (template on our website)
  ➢ Has to include all passed, graded, validated and ECTS-weighted assignments from your online transcript
  ➢ Not important, whether these grades will be counted towards your final result or whether they are weighed differently in your degree program

Master students
• Bachelor's degree certificate with GPA and transcript

Medicine students
• Considered as master students
• Hand in "Physikum" (first state examination) with the GPA and transcript
Motivational Letter

• **Only ONE document** including your motivation for both desired universities

• **Please up to 2 pages** written in English

• **Focus on your academic goals.** Check the course offers of your preferred host universities carefully and make sure that it fits your study plan at TUM well

• If applicable: Describe how you are planning to achieve the required language level until the host university’s application deadline (="Sprachlernplan")
Language Certificate

For the internal selection process we accept the following language certificates

- Internationally recognized language certificates (TOEFL, IELTS, etc.)
- Language certificates from private language schools and test centers
- DAAD Language Certificate, offered by the TUM Language Center
- Proof of a language course taken at TUM Language Center or at another European university
- German High School Certificate which proofs that you studied English/French/Spanish/etc. for at least six consecutive years (final grade min. 7 points)
- Enrollment in a study course in which the language of instruction is 100% English
- Enrollment for at least one year at a high school or a university where the respective language is the language of instruction

Check the download-section of our website for the detailed list of valid certificates!
Language Certificate

- Certificates must also be handed in by native speakers, multilingual students as well as students with the citizenship of the host university’s country.

- Language level certified at time of TUM-internal application deadline may be lower than required level by host university.

- Certificate of language level required by host university has to be presented at the external application deadline of the host university (early 2023).

- Accepted language certificates by TUM (internal) and host university (external) might differ!
Scholarships for TUMexchange
Scholarships for equal opportunities

TUMexchange nominees with a special socio-economic background are eligible for that scholarship.

Financial support: 400€ / month up to a maximum duration of 6 months.

Application and selection procedure:

• After successful nomination for TUMexchange: Students will receive the application link via email by TUM G&A.

• **Socio-economic criteria** will be considered during the selection of students (financial, cultural and social background and/or special circumstances of a family, psychological or physical nature).
Erasmus+ scholarships

Stays at selected partner universities can be funded via Erasmus+

Financial support: 700€ / month + additional Top Ups for students with fewer opportunities

Eligible partner universities for stays in 2023/24
• Argentina: Universidad Nacional del Sur
• Colombia: Universidad de los Andes
• Mexico: Universidad Autónoma del Estado de México
• Morocco: Al Akhawayn University
• South Korea: Pohang University of Science and Technology

→ 5 more eligible universities are to be confirmed – please check our website!

Application procedure:
• After successful nomination for an eligible partner universities: Students will receive further information regarding the necessary Erasmus+ documents via email by TUM G&A
Online Application Form
Online Application Form

The online application form is available on our website only during the application period!

Application period for a stay in winter term 2023/24 or summer term 2024:
Monday, October 17th 2022 from 10:00 a.m. to Monday, October 31st 2022 10:00 a.m.
Online Application Form - Registration
Online Application Form - Registration

• Use your **TUM email address**

• Write your e-mail address in **lowercase letters**

• Registration confirmation e-mail with registration link is sent immediately. Please **check all your spam folders**

• If you did not get the registration e-mail, please write a short e-mail to one of the TUMexchange Program managers.

• **Do not** try to register with another e-mail address before that.
Dear student,

Dear researcher,

to complete your registration and to activate your account, please click on the link below:

activate account

* For the password you will need at least 10 characters: at least one number, one letter and one special character!

Please keep in mind your registration data - you will need these data for any changes in your application, for further other applications and follow-up forms. Please use only lowercase letters for your email-address in the following login.

Best regards,

Moveon Support
TUM International Center
E-Mail: Application sent

Dear student,

This is to confirm the receipt of your online application for the TUMexchange program – thank you.

We are now processing your application and you will receive the definite result of the selection process via email before Christmas. Meanwhile, please do not contact us in order to ask about the status of your application as this will delay the notification of the selection results.

If your application was successful and you are nominated for an exchange spot, you have to reconfirm/reject the acceptance of this nomination through the Online-Portal. Please make sure that you have access to your email account you used for your TUMexchange application at any time until the end of the selection process. Do not forget to check all SPAM folders too, as email notifications are often sent there.

It might not always be possible to nominate you for the semester that you chose in your application so please check closely for which semester you have actually been nominated. Qualified students who could not nominate for their first or second priority, might get an offer for a third university. In this case please examine carefully if the university and the course offer are appropriate for your studies.

Kind regards

Your TUMexchange Team (tumexchange@tum.de)

TUM International Center

You will receive a confirmation e-mail within a few minutes.
Please check all your spam folders!
Please note

• **No last-minute-applications** – Technical problems cannot be solved “one hour before the deadline”.

• Do **not upload more than 8 MB** in total, otherwise the PDF file of your application cannot be created.

• You can only send **one application** and cannot change anything after you have sent it.

• **No documents can be handed in after you have sent the application.**

• We won’t accept any applications after the deadline.
International Campus Life
Orientation and support for international students at TUM

Join the events (open to all TUM students, not just internationals):
- Diverse semester program for internationally-minded people. Discover Munich, Bavaria, Germany, Europe.
- Event calendar in the TUMi app

Get involved as a volunteer: Join the student association ESN TUMi München e.V.
- Experience an international atmosphere in Munich
- Develop language skills, intercultural, organizational skills
- After a stay abroad: give something back; continue to live in an international environment
Upcoming Infosessions this week

Fit for India
October, 12, 10 a.m (in German)

Fit for UK
October, 13, 11 a.m. (in German)

Fit for China
October, 13, 2 p.m. (in German)

Fit for Latin America
October, 14, 1 p.m. (in English)

Check our website for the zoom-links for those infosessions!
Your TUMexchange Team

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China, Indonesia, Japan, Malaysia, Philippines, South Korea, Taiwan, Thailand, UK

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Australia, Canada, India, New Zealand, Russia, Singapore, USA, Vietnam

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www.international.tum.de/tumexchange/
Good luck with your TUMexchange application!